How to File Electronically as a Qualifying Officer

Who is a Qualifying Officer?

"Qualifying Officer" means a person who qualifies a candidate for an election.

What are the duties of a Qualifying Officer?

A Qualifying Officer shall notify the Commission of the names and addresses of all candidates and offices sought in any election within ten days of the close of the qualification period.

How do I perform my duties?

By using the Qualifying Officer Electronic Reporting System (QOERS).

The first step to filing information in the QOERS is to obtain a Personal Identification Number (PIN) and Password. You can do this by submitting a **Qualifying Officer Electronic Filing Access Code Application.**

http://media.ethics.ga.gov/Commission/2011Forms/22/FOPIN2011.pdf

Once you obtain a PIN/Password, you use that same information from year to year.

NOTE: A County Election Superintendent may be the Qualifying Officer for all the cities within that county. The Election Superintendent must submit a separate PIN application for each city location in addition to the county.

How to <u>Add</u> Qualifications

Once you log into the QOERS you will find yourself at the home page. Down the left side of the page are action tabs. Click on the activity you wish to perform.

To add NEW candidate data for candidates that have qualified for an election, first make sure you have not previously entered the data and then, click on "Add Qualification Activity."

Georgia Government Transparency and Campaign Finance Commission
Qualifying Officer
Electronic Reporting System

Monday, January 24, 2011

Select an Option

View Qualification Activity

Add Qualification Activity

Edit Qualification Activity

Registration Information

Help

Log Off

FilerID   Q2006000681
Office Name   Thompson City

Recent Qualification Activities

| Click To Add New Qualification Period |

Recent Qualification Period Election

Qualification For	Year	Date Submitted
General Election	2011	12/15/2010
Special Election	2011	12/17/2010
General Election	2011	01/21/2011

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When the next screen appears, add the Election Qualification Period information to the system. Click on the Submit tab when you are finished entering the data. This will take you to the next screen and you will add the information about each candidate who qualified.

Georgia Government Transparency and Campaign Finance Commission
Qualifying Officer
Electronic Reporting System

Tuesday, January 25, 2011

FilerID   Q2006000681
Office Name   Thompson City

Add Qualification Period

Office: Thompson City

Election Year: 2011

Election Type: General Election

Election Date: 2/15/2011

Submit   Cancel

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Enter the information about candidates in the boxes provided and then click the submit button.

Remember: NO Government resources (such as phone numbers, addresses, etc) can be used here.

FilerID Q2006000681
Office Name Thompson City

Add Candidate Qualification

First Name: [   ]   Last Name: [   ]
Middle Name: [   ]   Nickname: [   ]
Suffix: [Select a Suffix ▼]

Home Address

Address: [   ]   Address2: [   ]
City: [   ]   State: [Select a State ▼]
Zip: [   ]   Email: [   ]
Home Phone: [   ]   Cell Phone: [   ]

Mailing Address
Do not enter state, county, or city based addresses

Address: [   ]   City: [   ]
State: [Select a State ▼]   Zip: [   ]
Work Phone: [   ]

Office Sought

Office: [   ]
Party: [Select a Party ▼]   Date Qualified: [   ]
Office Level: [Select an Office Level ▼]   Office Term: [Select an Office Term ▼]
Incumbent?: [No ▼]   Incumbent Name: [   ]

[Submit] [Cancel]

Click "Add Candidate" and repeat the last slide until you have entered all the candidates who qualified. Then Click "Done Adding/Editing Candidates".

FilerID Q0000000001

Office Name Beta City 01

Candidate Qualification

Election Year: 2013

Election Type: General Election

Election Date: 11/5/2013

	Name	Office	Date Submitted	
Edit	Beta Tester	Mayor	8/23/2013	

Add Candidate   Done Adding/Editing Candidates

How to <u>View</u> Qualifications

To view data entered and ensure no duplicate data exists.

Once you log into the QOERS you will find yourself at the home page. Down the left side of the page are action tabs. Click on the activity you wish to perform. For this example we have selected "View Qualification Activity".

Georgia Government Transparency and Campaign Finance Commission
Qualifying Officer
Electronic Reporting System

Monday, January 24, 2011

Select an Option

→ **View Qualification Activity**

Add Qualification Activity

Edit Qualification Activity

Registration Information

Help

Log Off

FilerID   Q2006000681
Office Name   Thompson City

Recent Qualification Activities

[Click To Add New Qualification Period]

Recent Qualification Period Election

Qualification For	Year	Date Submitted
General Election	2011	12/15/2010
Special Election	2011	12/17/2010
General Election	2011	01/21/2011

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This action will bring you to a screen where you can view data you entered on all qualified candidates for each upcoming election. Click on the "View Candidates" action tab to see the names you entered for each office in an election.

Georgia Government Transparency and Campaign Finance Commission
Qualifying Officer
Electronic Reporting System

Monday, January 24, 2011

FilerID Q2006000681
Office Name Thompson City

Election Qualification Periods

	Year	Election	Election Date	Date Submitted
View Candidates	2011	General Election	7/19/2011	12/15/2010
View Candidates	2011	Special Election	4/4/2010	12/17/2010
View Candidates	2011	General Election	2/15/2011	1/21/2011

Done Viewing Qualifications

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This next screen displays the qualified candidates by office and date submitted. Once you are done viewing the candidates click on the gray button labeled "Done Viewing Candidates"

Georgia Government Transparency and Campaign Finance Commission
Qualifying Officer
Electronic Reporting System

Monday, January 24, 2011

FilerID   Q2006000681
Office Name   Thompson City

Candidate Qualification

Election Year: 2011
Election Type: Special Election
Election Date: 4/4/2010

Name	Office	Date Submitted
Johnny Jack	Mayor	12/17/2010
Mark Tester	Board of Eduction	12/29/2010

Done Viewing Candidates

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How to <u>Edit</u> Qualifications

Once you log into the QOERS you will find yourself at the Main Menu. Select the action tab "Edit Qualification Activity" to :
- •Edit information previously entered
- •Add additional information on existing candidates
- •Add outcomes from an election

How to Edit Qualification Information

Select the appropriate link to the information you want to edit. For this example, we will edit the qualification information by clicking the "Edit Qualification" tab.

Georgia Government Transparency and Campaign Finance Commission
Qualifying Officer
Electronic Reporting System

Monday, January 24, 2011

FilerID   Q2006000681
Office Name   Thompson City

Election Qualification Periods

		Year	Election	Election Date	Date Submitted
Edit Qualification	Edit Candidates	2011	General Election	7/19/2011	12/15/2010
Edit Qualification	Edit Candidates	2011	Special Election	4/4/2010	12/17/2010
Edit Qualification	Edit Candidates	2011	General Election	2/15/2011	1/21/2011

Add Qualification Period   Done Adding/Editing Qualification Period

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Edit the information that was incorrectly entered and click the submit button.

**Georgia Government Transparency
and Campaign Finance Commission**
**Qualifying Officer
Electronic Reporting System**

Monday, January 24, 2011

FilerID   Q2006000681
Office Name   **Thompson City**

Edit Qualification Period

Office: Thompson City

Election Year: 2011

Election Type: General Election

Election Date: 7/19/2011

Submit   Cancel

How to Edit Candidate Information

You will return to the Edit Menu. If you need to edit a candidate's information, add an additional candidate, or add election outcome information select the "Edit Candidates" tab.

Georgia Government Transparency and Campaign Finance Commission
Qualifying Officer
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Monday, January 24, 2011

FilerID	Q2006000681
Office Name	Thompson City

Election Qualification Periods

		Year	Election	Election Date	Date Submitted
	Edit Candidates	2011	General Election	7/19/2011	12/15/2010
Edit Qualification	Edit Candidates	2011	Special Election	4/4/2010	12/17/2010
Edit Qualification	Edit Candidates	2011	General Election	2/15/2011	1/21/2011

Add Qualification Period   Done Adding/Editing Qualification Period

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If you need to correct a candidates information click the "Edit" tab to the left of the selected name.
If you need to add an additional candidate that qualified click the "Add Candidate".
If you need to Add/View the outcome of a candidate click the "View Outcome" tab.

If you have entered your qualified candidates and cannot located the view outcome tab, email mbazile@ethics.ga.gov for assistance.

**Georgia Government Transparency
and Campaign Finance Commission
Qualifying Officer
Electronic Reporting System**

Monday, January 24, 2011

| FilerID | Q2006000681 |
| Office Name | Thompson City |

Candidate Qualification

Election Year: 2011
Election Type: Special Election
Election Date: 4/4/2010

	Name	Office	Date Submitted	
Edit	Johnny Jack	Mayor	12/17/2010	
Edit	Mark Tester	Board of Eduction	12/29/2010	View OutCome

[Add Candidate] [Done Adding/Editing Candidates]

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How to Add a Candidate

Once you click "Add Candidate" then enter the required information in each box. Click the submit button when done entering data.

FilerID   Q2006000681

Office Name   Thompson City

Add Candidate Qualification

First Name:		Last Name:	
Middle Name:		Nickname:	
Suffix:	Select a Suffix		

Home Address

Address:		Address2:	
City:		State:	Select a State
Zip:		Email:	
Home Phone:		Cell Phone:	

Mailing Address
Do not enter state, county, or city based addresses

Address:		City:	
State:	Select a State	Zip:	
Work Phone:			

Office Sought

Office:			
Party:	Select a Party	Date Qualified:	
Office Level:	Select an Office Level	Office Term:	Select an Office Term
Incumbent?:	No	Incumbent Name:	

Submit   Cancel

If you incorrectly enter information or omit information in any section you will be notified of the error by red lettering appearing on the screen. All information within this screen is required.

Add Candidate Qualification

- First Name is required
- Last Name is required
- Address is required
- City is required
- State is required
- Zip is required
- Email is required
- Office is required
- Party is required
- Date Qualified is required
- Office level is required
- Office Term is required
- Incumbent name is required

First Name: [_____] *   Last Name: [_____] *

Middle Name: [_____]   Nickname: [_____]

Suffix: [Select a Suffix ▼]

Home Address

Address: [_____] *   Address2: [_____]

City: [_____] *   State: [Select a State ▼] *

Zip: [_____] *   Email: [_____] *

Home Phone: [_____]   Cell Phone: [_____]

Mailing Address

Do not enter state, county, or city based addresses

Address: [_____]   City: [_____]

State: [Select a State ▼]   Zip: [_____]

Work Phone: [_____]

How to add Candidate Outcomes

By clicking the "View Outcome" tab you will be directed to a page that will allow you to enter Election Outcome Information for each person that has qualified. Begin by clicking the Modify button.

If you have entered your qualified candidates and cannot located the view outcome tab, email mbazile@ethics.ga.gov for assistance.

Georgia Government Transparency and Campaign Finance Commission
Qualifying Officer
Electronic Reporting System

Wednesday, January 11, 2012

FilerID   Q2006000681
Office Name   Thompson City

Qualification Outcome

Name: Omega Tester
Office: Coroner
Office Term: 4
Incumbent: False

Didn't Qualify: False

Election Year: 2011
Office Level: Municipal
Didn't Seek Re-Election: False
Date Qualified: 10/20/2011
Date Disqualified or
Date Withdrawn:

Election Date	**Election Result**
Primary: 11/8/2011	Outcome: Won
Primary RunOff:	Outcome:
General:	Outcome:
General RunOff:	Outcome:
Special:	Outcome:
Special RunOff:	Outcome:

[Modify] [Return]

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On the lower half of the screen, to the right side, enter the outcome for the election in which the candidate qualified. Then change the election date to the left of that outcome. Click the submit button. Review the information entered before clicking the Return button.

If you are entering multiple outcomes for a candidate review previous entries to ensure the election date/outcome did not reset when you entered the screen.

Georgia Government Transparency and Campaign Finance Commission
Qualifying Officer
Electronic Reporting System

Wednesday, January 11, 2012

FilerID   Q2006000681
Office Name Thompson City

Edit Qualification Outcome

Name: Omega Tester   Election Year: 2011
Office: Coroner   Office Level: Municipal
Office Term: 4   Didn't Seek Re-Election: False ▼
Incumbent: False ▼   Date Qualified: 10/20/2011

Didn't Qualify: False ▼   Date Disqualified or Date
                                                    Withdrawn:

Election Date		Election Result	
Primary:	2/15/2011 ▼	Outcome:	Won ▼
Primary RunOff:	▼	Outcome:	(none) ▼
General:	▼	Outcome:	(none) ▼
General RunOff:	▼	Outcome:	(none) ▼
Special:	▼	Outcome:	(none) ▼
Special RunOff:	▼	Outcome:	(none) ▼

Submit   Cancel

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Click the "Done Adding/Editing Candidates" button when you have completed your activity.

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Monday, January 24, 2011

FilerID Q2006000681
Office Name Thompson City

Candidate Qualification

Election Year: 2011
Election Type: Special Election
Election Date: 4/4/2010

	Name	Office	Date Submitted	
Edit	Johnny Jack	Mayor	12/17/2010	
Edit	Mark Tester	Board of Eduction	12/29/2010	View OutCome

Add Candidate   Done Adding/Editing Candidates

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Thank you for taking the time to learn how to electronically file in the QOERS. We hope this tutorial has provided you with a better understanding of the E-Filing System. If you have questions or comments for the Education and Information Division please email hlaberge@ethics.ga.gov